

MINUTES

APR 01 2020

The Town of Manteo Board of Commissioners held their Regular April 1, 2020 session via teleconference at 6:30 p.m.

The following members were present: Mayor Bobby Owens
Commissioner Darrell Collins
Commissioner Christine Walker
Commissioner Eddie Mann
Commissioner Richie Burke
Commissioner Betty Selby
Commissioner Jason Borland

The following members were absent:

Also present at the meeting were: Town Manager James Ayers
Town Clerk Becky Breiholz
Planner Melissa Dickerson
IT Director Carl Woody
Finance Officer Shannon Twiddy
Lt. Brad Eilert Police Dept.

Town Manager James Ayers conducted a roll call to establish a quorum.-all Commissioners are present.

Mayor Owens called the meeting to order 6:33 pm and dispensed with the Pledge of Allegiance and Moment of Silence.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the agenda as presented was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the February 28, 2020 Budget Planning Minutes; March 4, 2020 Regular and Closed minutes; March 18, 2020 Recessed minutes on consent agenda as presented

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was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

Mr. Ayers stated that all the documents are on the Town website for the press and general public.

PRESENTATIONS:

SUBJECT: Proclamation on Child Abuse Prevention Month, April 2020-Town Manager James Ayers stated this Proclamation focuses on the Child Abuse Prevention Month and does not require Board action, only the Mayor's signature.

SUBJECT: Feedback on Recycling Program

The Town of Manteo entered into a contract for curbside recycling with Bay Disposal in 2017. In 2020, the vendor notified the Town of a 50% increase in unit costs as well as a waiver of the prohibition against disposal of recyclables in a landfill or incinerator. The Town has solicited community feedback on the recycling program with postings on the website, social media, and other channels. The following feedback was provided to the Board in Mr. Ayers staff report; a 7th response was received who was also in favor of recycling everything possible. This requires no action by the Board,

#1 - We use the recycling program that Manteo has. If the cost is going to increase then maybe Manteo should go to once/week pick up for residential regular trash instead of the 2 times/week that is presently done. I'm not sure if that would offset the increased cost, but it should be looked at. If Bayview recycling wants to convert it to energy, then at least it doesn't end up in a landfill.

#2 - Hello, I have a home on Fernando and was never able to get the recycling rolling bin delivered to my home despite various attempts. I gave up and have been carrying the recycling to a community recycling bin. But that can get filled very quickly. I would love to have the convenience of putting out recycling at my curb, so in order of preference, first being to save the environment wherever we can: 1) Choice to pay for some form of curbside pickup as long as it's not too expensive to the homeowner. And if they can't provide a bin, at least let me try to provide my own. 2) If recycling centers are convenient, I don't mind taking materials there, but it has to be easy. I can't lift a lot of items. If that is not easy, my recyclables are going to end up in the waste bin. But as least there would be a choice!

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#3 - Sharing my thoughts as a Town of Manteo resident regarding the current recycling situation and decisions at hand. I appreciate the Town seeking this information from the residents and hope that you receive sufficient feedback. I personally feel that it's very important to support recycling services, in any way that is affordable for the Town. I would be willing to pay into the program if the increased costs exceed the Town's budget. There also may be small grants or other assistance programs to look into for support. Looking at the questions posed on the Facebook page, this question is very concerning to me: If the recycling roll carts are withdrawn by the vendor, should the materials be put in the sanitation carts to save taxpayer dollars? Does this mean send all items to the landfill? Or does this mean use Manteo trash cans to hold recyclable items? Currently, aluminum cans and rigid plastic bottles are banned from NC landfills. I think it would be a terrible loss to not support recycling at all and have all the items sent to the landfill. I would emphasize the importance of educating the community on this knowledge so they understand they're breaking a law by disposing of all items to the landfill. If there is value in only recycling certain items, I would be in favor of that, especially if sorting items of value, such as aluminum cans, glass and cardboard. A big part of the problem is that people are putting incorrect items into the recycling bins, giving the materials an even lower value. I also don't think it's a terrible thing that the items taken by Bay Disposal are currently being incinerated. With the current market, it's better these items are incinerated for another use, in a clean production facility. Watching this video helped me understand better:
<https://m.youtube.com/watch?v=QbC6ed3RAAU&feature=share>.

There's great value in providing education to the consumers, as an employee of the NC Coastal Federation, I've seen a lot of confusion circulating around the issue of recycling. I wanted to collaborate with other local orgs. and hold a public forum to bring more understanding to the complexities of recycling. With COVID canceling events for a while, I'm trying to work with these groups on virtual and social media messaging. The real solution is emphasizing the elimination of single use/disposable items. Other states are developing policies to require all dine in facilities to eliminate disposables, or charge an extra fee with these items to the customer - for cups, bags, take out containers, etc. I hope NC starts heading in this direction, the Town of Manteo could start by leading by example on some of these efforts.

#4 - We currently separate recyclable materials and use the use the curbside recycling service. I support the concept of recycling but unfortunately in the past few years the recycling markets have become dysfunctional. I agree with your recommendation that the town should not continue to pay Bay Disposal for

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curbside recycling services. It makes no sense at all to pay 50% more for curbside recycling services when the material that we separate for recycling is not even being recycled. Fortunately, we have a good alternative since the Dare County Recycling center on Driftwood Drive is close to town. Manteo residents who want to continue to recycle can easily drop off their recycled materials at the recycling center. Unlike many municipalities that have farmed out their waste management services, Manteo has wisely invested in trucks and other equipment and retained good public works employees to handle our waste management services. The twice a week waste collection service provided by the town should be adequate to meet the waste management needs for Manteo residents. In these stressful and trying times it is important to remind ourselves how fortunate we are to live in Manteo. Let's be careful out there.

#5 - We have used the recycling program since it started and have been very happy with it. The roll cart is satisfactory for our recycling needs. The vendor's curbside service has been fine. It is acceptable to take the recycling to a waste-to-energy facility. It is very important for Manteo and any beach community to have a recycling service like the one we have now. We would participate in a subscription-based recycling service of comparable quality. We do not want to see recycling materials put in the sanitation carts. We support the most efficient and effective community recycling program like the one we have now. If the current vendor leaves, we support finding another vendor who will provide the same service, instead of drive up recycling that only accepts cardboard and glass.

#6 - I support the continuation of the curbside recycling program. Recycling is a complex problem that will require state, regional, and local cooperation. I understand that the state is working on alternatives but in the meantime, it is important to keep the momentum going on the collection front – that is where any solution will begin. I would like to see the Town of Manteo support the state's Recycle Right program (<http://recyclemorenc.org/RecycleRightNC.html>) and hopefully put together an initiative to educate the citizens on current recycling trends and expand the current participation.

Until other solutions are implemented, I support allowing Bay Disposal to use the Wheelabrator waste-to-energy facility. Turning the trash into electricity and steam for industrial use is a much better solution than continuing to fill landfill space. The Wheelabrator process does not add to air pollution and is explained at <https://m.youtube.com/watch?v=QbC6ed3RAAU&feature=share>.

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Mr. Ayers commented that they were to have a meeting on the 30th which was cancelled; they have received word from the State, and they are working on getting a recycling center in Pasquotank, there currently is one in Portsmouth for this vendor to use. Mr. Ayers commented that they will take the feedback and provide options for the Board unless they want to provide guidance to the staff now for the May agenda. Consensus of the Board to put this on the next agenda.

SUBJECT: Update on Coronavirus (COVID-19) Response

5C(i) Town Operations-Mr. Ayers wanted to reassure the community that the Town is continuing all essential service. Playgrounds and restrooms are closed, parks remain open with social distancing. The Marina is closed prohibiting visitors from outside Dare County. The Maritime Museum, Pea Island Cookhouse and the interior of the Roanoke Marshes Light are closed until further notice. Access to the Town Hall and Police Department are limited to emergencies and the public will need to ring the doorbell.

5C(ii) Approval of Resolution 2020-02 to allow for Remote Participation

MOTION: Commissioner Collins seconded by Commissioner Burke to approve Resolution 2020-02 for Remote Participation in Board meetings was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

5C(iii) HR Policy Updates including Town Manager Sick Leave Fund for Staff-

The Town of Manteo Personnel Policy was adopted by the Board of Commissioners on June 2, 2004 and amended from time to time upon approval by the Board. Two amendments are being requested in order to update the leave provisions of the policy Although Section 14 in Article VII (Holidays and Leaves of Absence) in the Personnel Policy authorizes shared sick leave, the program is too restrictive to be of use in the current Coronavirus (COVID-19) public health situation. For example, the current program wouldn't address needs related to a person under a 14-day quarantine for exposure, a recently hired employee, and other scenarios. Therefore, I would like to set up a Town Manager Sick Leave Fund for staff in which the Town Manager and other interested employees can donate accumulated leave to help employees in need.

Section 13 in Article VII (Holidays and Leaves of Absence) allows new employees (upon completion of the probationary period) to transfer sick leave from another

unit of NC local government but only for calculation of retirement benefits. It is recommended that this provision should be expanded to include State government as State and local government pensions both fall under the North Carolina Retirement Systems.

The Town Manager recommends approval of the change to Section 14 in Article VII in the Personnel Policy authorizing the creation of the Town Manager Sick Leave Fund and the change to Section 13 in Article VII allowing new employees to transfer State sick leave for the calculation of service credit toward retirement upon completion of the probationary period.

Commissioner Selby asked if this was for all staff or only the Manager as she wants all employees to be able to donate. Mr. Ayers commented that he is proposing to donate some of his time and that other employees can donate also.

MOTION: Commissioner Borland seconded by Commissioner Mann to approve the HR Policy Updates as proposed was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

5C(iv) Options for Relief on Utility Billing

In response to the Coronavirus (COVID-19) public health situation, the Board of Commissioners authorized the Town Manager to suspend disconnections of utility service during emergencies. After the emergency passes, there is likely to be a need to offer some forms of relief to impacted residents and businesses. Although State statutes prohibit the waiver of the base water & sewer charges out of the Utility Fund, there are some options for relief of other fees and penalties as well as allowing for payment plans.

First, there are various fees and penalties that are assessed against delinquent utility accounts under normal circumstances. During and after the current emergency, the imposition of such fees and penalties may make it difficult or impossible for a customer to bring the account current. (The proposed text amendment to Section 50-44 (g) will be made a part of these minutes.)

Second, the payment of base water & sewer charges may not be waived by the Utility Fund. However, one form of relief is to offer a payment plan for the balance on the account. (The proposed text amendment to Section 50-44 (h) will be made a part of these minutes.)

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Third, the Town of Manteo is encouraging residents and businesses to pay online, by phone, or via mail where possible. Out of 11,435 transactions processed during the last fiscal year, only 13% were paid online. One potential reason for this low utilization rate is because users paying online are assessed convenience fees of \$3.75 (credit card) or \$2.50 (check). In order to promote the use of online bill payment as we try to reduce in-person transactions during this public health situation, it is proposed that the Town should pay the convenience fee for online transactions. From a fiscal impact perspective, convenience fees paid last fiscal year totaled \$4,858.75. If the Town chooses to pay the online payment convenience fees to promote this form of payment, the Code of Ordinances does not require an amendment. All that is needed is a simple motion approving the following proposed action:

The Town Manager is authorized to pay online payment convenience fees for payments to the Town of Manteo.

The Town Manager recommends approval of the changes to the Code of Ordinances proposed above as Sections 50-44(g) and 50-44(h) along with the authorization to pay online payment convenience fees.

MOTION: Commissioner Collins seconded by Commissioner Burke to approve the Options for Utility Billing as proposed in the staff report was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

Commissioner Collins stated he was asked by citizens if their water bills could be cut in half during this time. Mr. Ayers commented that no they can't, the State Statute prohibits the waiver of the base water and sewer charges out of the Utility Fund, but the action just taken by the Board is allowed by the State.

5C(v) ManteoLife.Org Support Site for Residents, Businesses and Non-Profits-We wanted to support with something on the local level and the community is coming together to help out. He wanted to thank Michele Bunce and Carl Woody who put this website together in 7 days. We are asking the businesses and residents for ideas and get the word out. This does not require Board action.

5C(vi) Manteo Small Business Emergency Fund - Coronavirus (COVID-19) has impacted public health on an international scale, and the economic impacts are already being felt locally. Small businesses are particularly hard-hit in the current

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environment, and these businesses and the jobs they provide make up the backbone of the local economy here in the Town of Manteo. North Carolina local governments are authorized to perform economic development activities such as offering emergency loans to small businesses. The Town may consider the creation of a Manteo Small Business Emergency Fund for this purpose. Although there are many steps to consider before authorizing such a use of public funds, the first action would be for the Board of Commissioners to set a public hearing with a notice period of at least ten days in order to meet the statutory requirements for an appropriation for an economic development purpose that was not included in the current fiscal year budget.

The recommendation is for the Board of Commissioners to set a public hearing at its April 15th meeting to consider the Manteo Small Business Emergency Fund.

Commissioner Walker asked how this would work. Mr. Ayers stated that most areas have community foundations set up for these types of business loans and ours is not set up that way, so we would have to do it locally with a short form loan application, underwriting and establishing parameters such as maximum loan amount, only businesses that are local and those parameters would be set by the Board.

Commissioner Burke asked if this is a loan or a grant. Mr. Ayers commented under State Statute we can not make a direct grant to businesses or 0% interest loans but have some leeway to help bridge the next couple of months for businesses.

Commissioner Selby asked if we have had any requests for these loans and Mr. Ayers responded no. The businesses have closed and will need help getting back open and reaching out to businesses as to what they need, and this has come up several times.

Mayor Owens thinks this we would be opening a pandora's box and there are a lot of questions. Who is going to signify and who qualifies? Mr. Ayers, in this case should the Board believe this economic development is needed and as we get the information for the Board, we are asking the Board if they want to entertain it, we are only asking for a public hearing to be scheduled April 15th because State law requires a 10 day notice for a public hearing.

Commissioner Borland stated I think this is just to schedule a public hearing, and as a small business in the Town he doesn't think it is appropriate for him to vote on it, but he will speak on it. He is proud of what we are doing and commends staff

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with the new website. It needs to be figured out who would qualify and be in sync with the SBA loans that are out there making sure that they don't qualify for those because we have given them money and proud we are starting this and how we can help our residential and commercial people in Town.

Commissioner Collins would like to see what James comes up with as far as ideas and criteria; we should do all we can to support the small businesses of Manteo. Mayor Owens agrees with what has been said and is not against it, thinks it is admirable but thinks we are opening a pandora's box; we as Commissioners say one can have it and another one says why can't I have it; we haven't even seen the budget yet. He supports bringing up at a public hearing but this is heavy when you stop and think about all the complications.

Commissioner Selby would like to see where it is coming from the budget and is it coming out of general fund. We want to give those small businesses economic relief, but we need more details. We need to coordinate with what the State is coming out with, we don't want to hurt the small businesses and want to support it with the right details and coordinate it with anything else.

Commissioner Borland asked what we are we going to present to the public; the intent is there, what is the messaging for the public hearing. Mr. Ayers stated between now and the agenda packet would be released he would get the parameters and framework that the Board and Citizens will have something to look at. There would be two issues one is the fiscal issue; this would be taxpayer money and taken from fund balance and the other issue would be what it would do for the small businesses and jobs here. The only reason he suggested a public hearing is to find out what the public has to say and without that public hearing we won't be able to move on.

Commissioner Eddie Mann is okay with the public hearing he just wants to know if James can get them the information about how much total funds would be coming from the fund balance by April 15; what kind of interest rate, proposed qualifications so they can get a better grasp of everything.

Commissioner Selby asked since Commissioner Collins asked about cutting the bill in half for citizens, and if you are talking about economic relief, the citizens also need that. Mr. Ayers commented although the State does not prohibit us from setting up some kind of relief we can talk about relief for businesses through economic development and relief for residents out of general fund; where the businesses would be loans and the residential would be grants.

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Consensus of the Board was for Mr. Ayers to get them more information before the April 15th meeting.

MOTION: Commissioner Collins seconded by Commissioner Burke to schedule a public hearing for the Manteo Small Business Emergency Fund and for funds for Citizen Relief grants for the citizens for April 15, 2020 at 5:00 p.m. was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

PUBLIC COMMENT

Mr. Ayers asked the public if they want to make a comment they will need to hit *9 to raise their hand. There were none and public comments was closed at 7:05 pm.

NEW BUSINESS:

SUBJECT: Discussion of Traffic and Traffic Calming Measures on Sir Walter Raleigh Street (West of Highway 64) This was discussed at the March 4, 2020 meeting and the Board asked the Manager to speak to the Chief of Police on speeding issues and contact NCDOT about what can be done.

Mayor Owens would like to table this until April 15 and thinks it is unfair having the discussion doing teleconference. Commissioner Walker commented we have to get used to doing the Town business this way and it might be the new normal and thinks the discussion is worthwhile.

Mr. Ayers commented that the Manteo Police Department deployed the speed trailer and officers at the location on Sir Walter Raleigh St.

Manteo Police Lt. Brad Eilert commented that they deployed the speed trailer and officers to this location within 12 hours of receiving this request. The data that was collected from speed trailer were 13,495 vehicles came through the area with 85% going 24 mph or less which is 10,350 vehicles. 1% were over 10 plus miles per hour which is less than 1% or 122 vehicles. Those going over the speed limit were from the hours of 7-9 am and 2-6 pm on weekdays. The Officers enforcement action was 6 speeding tickets; 15 left of center; 1 expired registration; 3 no operators license and 1 expired inspection violation from March until today.

Mr. Ayers commented that the second part of this was he spoke with NCDOT about the traffic calming measures and they do not allow speed bumps, speed humps or speed cables on the road. Several years ago, the measures that were taken in regard to the bulb outs was by a request from the Town to have those placed to slow down the traffic at the Town's expense. The secondary purpose is to help define the parking spaces on the south side of the road, the north side of the road is a no parking as it is a travel lane. NCDOT would consider taking them out at our request and our expense. Mr. Ayers also talked to them about a crosswalk at the playground, typically they do not do a mid-block crosswalk. They like them at the ends but if this is something the Town wants to do; they will consider that also at our expense. We have also received a request by letter from the Church asking us to remove the no parking signs in front of the church, unfortunately that is a travel lane and not comfortable removing those signs. He spoke with the Police Department and if there is not enough parking in their lot or Haven Creek Lane for a funeral or other large gathering, we can allow cooperation with the Manteo Police Department to make sure there is support there for a funeral procession or special cases.

Commissioner Selby-the people have spoken they want the bulb outs removed and she would like more investigation in having them removed, the Town of Manteo people on the westside want them removed.

Commissioner Collins commented that only a few people have requested the removal. The bulb outs are there for protection, if a kid steps in the street with a bulb out there a car can't hit them, if you take the them out and a kid steps in the street a car could hit him. Commissioner Selby commented that in the public comments that kids run out and cars can't see them; it was stated that cars are going to the left of center and that is the problem.

Commissioner Burke-when we did this, we had multiple meetings on this, and no one came out and said they opposed this until now.

Commissioner Borland said there are a couple of different things. We have a bump out problem and a speeding problem. The bump outs are a traffic calming device to slow people down. His reaction, the bump outs should stay but we dropped the ball on maintenance of them. There should not be big trees in there but there should be something there that looks nice. It needs care and attention. It seems to be conflicting ideology. The bigger problem is the speeding and appreciates the police being out there.

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Commissioner Burke agrees with Commissioner Borland it needs flowers and be properly maintained.

Commissioner Selby commented the people have spoken and want them taken out and that there will always be conflicts when it comes to the west side.

Commissioner Collins when the public commented on the bulb outs at the last meeting, they stated there were trees in the bulb outs. There are no trees in the bulb outs. Mayor Owens commented there were trees there at one time. Commissioner Collins said there were trees there, but we took them out. We have low flowering Indian Hawthorne's there and it is well maintained.

Commissioner Borland there is conflicting ideology on bulb outs and people change their minds and they are there for a purpose and keep that in mind.

Commissioner Mann would like to do whatever the people want but would like more discussion. Mayor Owens agrees we need more discussion and wanted it to be discussed when people can come to the meeting.

Commissioner Walker thinks meeting in person for the discussion is important, she knows the bulb outs are an approved method of calming traffic based on NCDOT recommendations and hesitant to remove them. She agrees with Darrell they look so much better now; the trees were removed. A crosswalk would be great if NCDOT approves that and we need to rely on their recommendations as well as the police.

Mayor Owens asked this be discussed at the May meeting.

SUBJECT: Schedule of Recommendation from the Planning Board and Scheduling a Public Hearing on the Town of Manteo Flood Damage Prevention Ordinance and Maps

MOTION: Commissioner Borland seconded by Commissioner Walker to schedule a public hearing for the Town of Manteo Flood Damage Prevention Ordinance and Maps for May 6, 2020 at 6:30 pm was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

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SUBJECT: Authorization to Place Parking Signs for Veterans-A Member of the Board indicated an interest in honoring the service of veterans by designating parking spaces for "Veteran Parking Only" in Town parking lots.

MOTION: Commissioner Mann seconded by Commissioner Burke to authorize the town Manager or his/her designee to place "Veteran Parking Only" or similar signs in Town parking areas was approved by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None.

MAYOR'S/COMMISSIONERS COMMENTS

Mayor Owens apologized to the Board regarding this meeting it is a new era and it has been awkward.

Commissioner Borland-knows this has been a frustrating meeting but he appreciates the Town getting us set up virtually to be able to conduct business and it is a small win. Since we will be unable to run into each other he wants the public to reach out to the Commissioners and the Town and have faith we will see the other side of this.

Commissioner Walker agrees with Jason and for the public it is difficult and have to power through and thank staff for continuing our services. Please reach out phone or email if there is an issue we can help out with.

Commissioner Collins agrees with Jason and Christine and would like to thank the Manager during these trying times. He also wanted to know if we had an update on the audit contract. Mr. Ayers commented that the contract has been executed and the Finance Department has already started working on it.

Commissioner Mann thanked everyone in the Town for keeping our services going and encourages everyone to reach out to them by phone or email.

Commissioner Selby feels the same reach out anytime, the staff has been wonderful. We work for the citizens of Manteo.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Walker the meeting was recessed at 7:30 pm until April 15, 2020 at 5:00 pm was approved

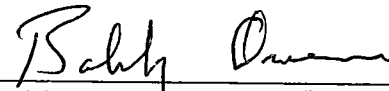
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by the following vote: Ayes: Commissioners Burke, Mann, Collins, Walker, Borland and Selby. Noes: None. Absent: None

This the 1st day of April 2020

ATTEST:


Becky Breiholz, Town Clerk


Bobby Owens, Mayor



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Text Amendment # 2020-02 COD
Chapter 50 Article II

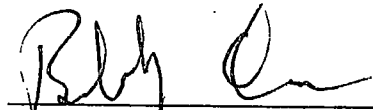
Section 50-44(g)

In the event of an emergency (declared or undeclared), the Town Manager is delegated the authority to waive water and sewer account delinquency fees, interest, and/or penalties for the affected account, class of accounts, or all accounts. This authorization may be extended to those accounts disconnected within the thirty (30) day period immediately prior to the onset of the emergency.


Section 50-44(h)

The Town Manager is delegated the authority to establish payment plans for customers with delinquent water and sewer accounts. Customers paying their accounts in accordance with the payment plans shall not be charged late payment fees or late payment penalties.

Adopted this 1st day of April 2020


Bobby Owens, Mayor

ATTEST:


Becky Breiholz, Town Clerk



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**RESOLUTION #2020-02 TO TEMPORARILY ALLOW
REMOTE PARTICIPATION BY THE TOWN OF MANTEO BOARD OF
COMMISSIONERS**

WHEREAS, North Carolina Governor Roy Cooper issued Executive Order No. 116 on March 10, 2020, which declared a State of Emergency to coordinate the State's response and protective actions to address the Coronavirus Disease 2019 (COVID-19) public health emergency and to provide for the health, safety and welfare of the residents of North Carolina; and

WHEREAS, the North Carolina Department of Health and Human Services confirmed the number of cases of COVID-19 in North Carolina continues to rise and has lab documentation of community spread; and

WHEREAS, North Carolina Governor Roy Cooper issued Executive Order No. 117, which prohibited mass gathering defined as any event that brings together more than one-hundred (100) persons in a single room or single space at the same time such as an auditorium, stadium, arena, large conference room, meeting hall, theater, or any other confined indoor or outdoor space; and

WHEREAS, Executive Order No. 117 urged all persons to maintain social distancing (approximately six feet away from other people); and

WHEREAS, on March 27, 2020, North Carolina Governor Roy Copper issued Executive Order No. 121, which amended Executive Order No. 117 to define a mass gathering as any event or convening that brings together more than ten (10) persons in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, or another confined indoor or outdoor space; and

WHEREAS, certain business must be conducted by the Board of Commissioners in order to maintain the regular operations of the Town of Manteo, such as the adoption of ordinances, budget / budget amendments and contracts; and

WHEREAS, it is in the best interest of the Town of Manteo Board of Commissioners, the Town staff and Town residents to temporarily allow remote participation by the Board of Commissioners members.

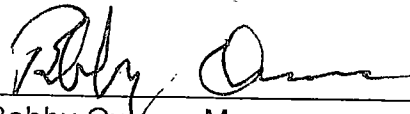
NOW, THEREFORE, BE IT RESOLVED by the Town of Manteo Board of Commissioners, that remote participation, via telephone or other electronic means, during regularly scheduled and special called meetings will be allowed, for up to all Board of Commissioners, to promote full participation of all Board of Commissioners while ensuring access and transparency for the public.


BE IT FURTHER RESOLVED that a voice vote by the remote participant must be heard and acknowledged by the presiding officer.

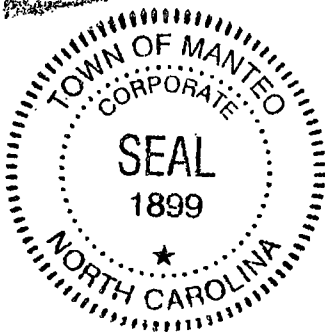
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This Resolution shall become effective upon adoption and shall remain in full force for the duration of the declared State of Emergency.

Adopted this 1st day of April 2020.


Bobby Owens, Mayor


Becky Breiholz, Town Clerk



AMENDMENTS TO THE PERSONNEL POLICY

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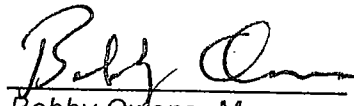
Section 14 in Article VII (Holidays and Leaves of Absence)

The Town Manager is authorized to organize and manage the Town Manager Sick Leave Fund that will allow hour-for-hour or dollar-for-dollar donations of accumulated leave from a donating employee to any employees who have exhausted their available paid leave. Notwithstanding anything to the contrary herein, this Fund may allow donation of leave for employees who have worked for the Town less than one year, may allow the donation of more than forty (40) hours, and may allow for use of leave for quarantine or self-isolation in accordance with direction from a licensed medical practitioner.

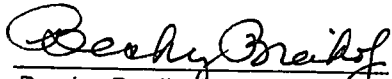
Section 13 in Article VII (Holidays and Leaves of Absence)

Upon satisfactory completion of the probationary period, a new employee may be allowed to transfer in sick leave from State of North Carolina government participating in the North Carolina Retirement Systems. Any such leave transferred in may not be used for leave purposes but shall only be used for the calculation of service credit toward retirement under the North Carolina Retirement Systems.

Adopted this 1st day of April 2020


Bobby Owens, Mayor

ATTEST:


Becky Breiholz, Town Clerk

